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# CITY OF LODI COUNCIL COMMUNICATION

**AGENDA TITLE:** Adopt Resolution Approving the Injury and Illness Prevention Program (IIPP) for the City of Lodi

**MEETING DATE:** May 21, 2008

**PREPARED BY:** Deputy City Manager

**RECOMMENDED ACTION:** Adopt Resolution Approving the Injury and Illness Prevention Program (IIPP) for the City of Lodi.

**BACKGROUND INFORMATION:** According to the California Occupational Safety and Health Act of 1973, each employer has a legal obligation to provide and maintain a safe and healthful workplace for employees. As of 1991, a written Injury and Illness Prevention Program (IIPP) is required for every California employer. The City of Lodi strives to keep these policies and programs current so to best serve the health and welfare of its employees. As such, they will be routinely reviewed, amended, and presented to Council for approval.

**FISCAL IMPACT:** Development and implementation of an effective IIPP reduces the costs and risks associated with workplace injuries and illnesses by addressing safety and health.

**FUNDING AVAILABLE:** Not applicable.

  
James Krueger  
Deputy City Manager

JK/jlh

Attachments

APPROVED:   
Blair King, City Manager

RESOLUTION NO. 2008-87

A RESOLUTION OF THE LODI CITY  
COUNCIL APPROVING THE INJURY AND  
ILLNESS PREVENTION PROGRAM FOR  
THE CITY OF LODI

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WHEREAS, the Lodi City Council desires to provide a safe and healthful workplace for employees; and

WHEREAS, the City Council agrees to abide by the California Occupational Safety and Health Act of 1973; and

WHEREAS, the development and implementation of such programs reduce the costs and risks associated with workplace injuries and illnesses.

NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council hereby finds and determines:

1. That the public interest is best served by providing a safe and healthful workplace for the employees of the City of Lodi; and
2. That the City of Lodi shall comply with the California Occupational Safety and Health Act of 1973.

Dated: May 21, 2008

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I hereby certify that Resolution No. 2008-87 was passed and adopted by the City Council of the City of Lodi in a regular meeting held May 21, 2008, by the following vote:

AYES: COUNCIL MEMBERS – Hansen, Johnson, Katzakian, and  
Mayor Mounce

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – Hitchcock

ABSTAIN: COUNCIL MEMBERS – None

  
RANDI JOHL  
City Clerk

**City of Lodi**  
**INJURY & ILLNESS PREVENTION PROGRAM**

**Safety Policy**

***No function at the City of Lodi is so critical as to require or justify  
a compromise of safety and health.***

We believe that everyone benefits from a safe and healthful work environment. We are committed to maintain a safe workplace and to comply with applicable laws and regulations governing safety.

To achieve this goal, The City of Lodi has adopted an *Injury & Illness Prevention Program (IIPP)*. This program is everyone's responsibility as we work together to identify and eliminate conditions, practices, policies and procedures that compromise safety.

To this end, each and every manager, supervisor and employee has the authority to take action to prevent mishaps.

It takes positive and genuine effort to ensure a safe work environment. The alternative is wasted money and wasted time due to occupational injuries and illness and their associated pain and suffering.

Our expectations are that everyone will:

1. **Do** the right thing the first time.
2. Seek to integrate safety into all tasks.
3. Avoid taking short cuts.
4. **Take** time to ensure a safe workplace.
5. Have a safe and healthy work experience here **at** the City of Lodi.

Please join me in striving to achieve our ultimate goal of an injury-free workplace.

---

Blair King, City Manager

Date

## **Responsibilities**

1. **Administrator**  
The IIPP Administrator is the Human Resources Manager who has the responsibility for the implementation, maintenance, and update of this policy.
2. **Managers/Supervisors**  
Managers and supervisors have the responsibility of providing a safe place to work including plant facilities, equipment, standards and procedures, adequate supervision and recognition for a job done properly. They are responsible for training all of their employees to perform their jobs properly and safely. They teach, demonstrate, observe and enforce compliance with established safety standards.
3. **Employees**  
Employees have the responsibility of performing their tasks properly and safely. They are to assure themselves that they know how to do the job properly, and ask for additional training or assistance when they feel there is a gap in their ability, knowledge, or training. They should never undertake any task, job, or operation unless they are able to perform it safely

## **Compliance**

1. **Management Responsibility**  
Management is responsible for ensuring that organizational safety and health policies are clearly communicated and understood by employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.
2. **Employee Responsibility**  
All employees are responsible for using safe work practices, for following directives, policies and procedures, and for assisting in maintaining a safe work environment.
3. **Performance Evaluations**  
As part of employees' regular performance reviews, they are evaluated on their compliance with safe work practices.
4. **Employee Recognition**  
Employees, who make a significant contribution to the maintenance of a safe workplace, as determined by their supervisors, receive written acknowledgment that is maintained in the employees' personnel files.
5. **Employee Training**  
Employees who are unaware of correct safety and health procedures are trained or retrained.
6. **Employee Correction**  
Employees who fail to follow safe work practices and/or procedures, or who violate organizational rules or directives, are subject to disciplinary action, up to and including termination.

Supervisors discipline employees for safety violations in a manner considered appropriate by organizational management.

## **Communication**

1. **Two-Way Communication**  
Management recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace.
2. **The City of Lodi System of Communication**  
The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable.
  - a. An orientation program is given to all new employees and includes a review of the *Injury & Illness* Prevention Program and a discussion of policies and procedures that the employee is expected to follow.
  - b. Representatives from each department and bargaining group will comprise an Executive Safety Committee that will meet once each quarter to address safety issues.
  - c. The City of Lodi has safety meetings where safety is freely and openly discussed by all present. Such meetings are held quarterly at a minimum, monthly and every 2 weeks (depending on department) and all employees are expected to attend and are encouraged to participate in discussion.
  - d. From time to time, written safety notifications are posted on organization bulletin boards or in the Human Resources section of the City's intranet.
  - e. Other methods of communicating pertinent to health and safety information are used as they are identified.
3. **Safety Suggestions and Hazard Reporting**
  - a. All employees are encouraged to inform their supervisors, or other management personnel of any matter which they perceive to be a workplace hazard, or a potential workplace hazard. They are also encouraged to report suggestions for safety improvement.

This reporting can be done orally or preferably in writing. If done in writing, the notification may be given directly to the supervisor, the IIPP Administrator or other management personnel.

- b. If an employee wishes to report anonymously, a hazard, safety suggestion, or other safety problem he or she can complete a **Safety** Suggestion Form, found on the Human Resources section of the intranet and send it to the IIPP Administrator, not filling in their name.

- c. No employee shall be retaliated against for reporting hazards or potential hazards, or for making suggestions related to safety.
- d. Risk Management reviews all suggestions and hazard reports.
- e. If employees provide their names in regard to the notification, they are informed of what is being done.
- f. The resolution will be communicated to employees in accordance with paragraph 2 under the subject of *Communications*.

### **Hazard Identification & Evaluation**

Inspection of the workplace is the primary tool used to identify unsafe conditions and practices. While we encourage all employees to continuously identify and correct hazards and poor safety practices, certain situations require formal evaluation and documentation.

- 1. **Safety Inspections**  
Internal safety inspections are conducted on a quarterly basis. Hazards found are corrected on the spot or recommendations are submitted for future corrections.  
  
A member of management/supervision and at least one employee conduct the quarterly tour.
- 2. **Additional Inspections**  
Inspections are also conducted in accordance with Cal-OSHA requirements:
  - a. Whenever new substances, processes, procedures or equipment present a new safety or health hazard.
  - b. Whenever management/supervision become aware of a new or previously unrecognized hazard, either independently or by receipt of information from an employee.
  - c. Whenever it is appropriate to conduct an unannounced inspection.

### **Injury/Illness Investigation**

- 1. **Investigation**  
All accidents resulting in injury or property damage, however slight, including "near-hits," are investigated to determine the primary and contributing causes within seven working days of the initial report. This information is documented and analyzed to assist in obtaining corrective actions to prevent similar accidents from occurring in the future. The responsibility to see that this investigation is performed rests with the IIPP Administrator.
- 2. **Reporting**

All facts, findings, and recommendations are documented on an accident investigation report. Management reviews accident investigation reports with a view towards determining adequacy of corrective action.

3. **Reporting to Cal-OSHA**

The following incidents are reported orally, in person or by telephone, to the closest Area office of Cal-OSHA within 8 hours of occurrence:

- a. Fatalities
- b. In-patient hospitalization of three or more employees

The following information must be given:

- Establishment name
- Location of incident
- Time of the incident
- Number of fatalities or hospitalized employees
- Contact person
- Phone number
- Brief description of the incident

**Correction of Hazards**

When a hazard exists, it is corrected on a timely basis based on the severity of the hazard.

If imminent danger exists to any employees, management and supervision remove these employees from the danger at once, and personnel who are provided with the necessary safeguards and training correct the hazard.

The correction process is based upon information obtained from employees, inspections, and investigations.

**Training**

1. Human Resources conducts the initial orientation on general safety. Employees sign for all materials that are distributed. Some safety materials are provided during the orientation, while other materials are provided during their employment:

- a. The Injury & Illness Prevention Program (IIPP)

All employees are given a copy of the IIPP and those rules and regulations (Code of Safe Practices) that apply to their work environment.

- b. Emergency Action Plan

All employees will be given a copy of those aspects of the Emergency Action Plan that pertain to them when the plan is completed.

c. Fire Prevention Plan

All employees will be given a copy of those aspects of the Fire Prevention Plan that pertain to them when the plan is completed.

d. Hazard Communication Program

Employees are provided with information about their “right-to-know” about hazardous substances in their work environment during their employment.

e. Specific accident prevention tips on the most common types of employee injuries are provided during their employment:

- 1) Back injury control
- 2) Slips, trips and fall prevention
- 3) Cut prevention
- 4) Driving safety

2. Initial On-The-Job Training

Shortly after an employee starts to work, a manager/supervisor provides the employee safety training for the purpose of educating the new employee on the hazards of the work environment and the required safety procedures that mitigate those hazards. Appropriate documentation is kept regarding this training.

Human Resources representatives conduct this training.

3. Specific City-Wide Training

Each of the following training programs are given as specifically directed below:

a. Emergency Action Plan

This training includes the City's disaster preparedness structure and how the employee fits into the structure, i.e., **what** the employee **is to** do under specific circumstances, such as fire, earthquake, medical emergency, and bomb **threat**. Refresher training is also given.

b. First Aid, CPR, and Bloodborne Pathogen Training

Designated employees receive First Aid, CPR and A.E.D and/or bloodborne pathogen training in accordance with the American Red Cross, American Heart Association requirements and/or the National Safety Council.

c. Defensive Driver Training

All employees who may drive on organization business receive defensive driver training. Driving on organization business includes driving organization vehicles as



well as personal vehicles on organization business. Additional safe driving subjects are covered in safety meetings on an as-needed basis.

4. Retraining

Reasons for retraining include change of job assignment, change of operations or materials, observation of poor work habits, or update of training methods. Managers/supervisors/IIPP Administrator perform retraining:

- a. When an existing employee changes job functions.
- b. As needed as a refresher program.

Such training includes general workplace safety, job-specific hazards, and/or hazardous materials, as applicable.

5. Specialized Training

- a. Supervisors are trained in their responsibilities for the safety and health of their employees. Such training includes both safety management and technical subjects.

Supervisors are trained in the hazards and risks faced by the employees under their immediate direction if they are not already knowledgeable.

- b. Managers/supervisors/IIPP Administrator:

- 1) Determine safety-training needs
- 2) Implement new training programs.
- 3) Evaluate the effectiveness of these programs.

- c. In addition, training is provided whenever:

- 1) New substances, processes, procedures or equipment pose a new hazard and there is a lack of skill or knowledge to deal with the situation.
- 2) Management, supervision, the IIPP Administrator become aware of a previously unrecognized hazard and there is a lack of skill or knowledge to deal with the hazard.

## **Recordkeeping**

The City of Lodi maintains records for the purpose of:

- 1. Tracking and evaluating the City's loss experience and loss exposures.
- 2. Tracking and evaluating the safety activities that have been accomplished.
- 3. Providing a documentation of the safety activities.

All documentation is maintained on site for two years after the year that the safety activity was completed. After that time, the City of Lodi determines how long such records should be kept based upon the City's legal requirements including Federal, State, and local regulations.